

CLARE COUNTY ENTERPRISE BOARD

SPECIFICATION FOR GRAPHIC DESIGN PROGRAMME

Those bodies interested in tendering for this programme will be required to meet the following criteria.

Tender cost to include:-

- *Printing of Brochure, Advertising in Local Newspaper & Clare F.M.*
- *Recruitment of participants in association with Clare CEB*
- *Structuring of work exercises and supervision of participants work*
- *Evaluation Reports for participants feedback on each session*
- *Handouts on each module to be provided for each participant and to the Clare CEB*
- *Ongoing programme of publicity with local media.*
- *Interim Reports during programme to be submitted to Clare CEB as required including attendance records for participants.*
- *Final Report on programme to be submitted to Clare CEB within 2 months of final workshop date.*
- *Copy Certificates for each participant to be forwarded to Clare CEB for file.*
- *Certification (City & Guilds Certification in Information Technology (Level II) or Other (state type)*
- *Twelve x 3 hour workshops or 6 x 7 hour days (one hour for lunch)*
- ***Core Topics to include: Adobe Photoshop; How to work with documents; Selections and Masks; Layers and Blend Modes; Type; Painting Tools; Retouch Tools; Adobe In-Design Training; Tools & Palettes; Line Drawing Tools; Frame and Shape Tools; Layers; Macromedia Flash Training; Flash Basics; Symbols and Animation; Motion and Shape Tweening; Actions and Buttons; Deliver Movies.***
- *Tea/Coffee to be provided at each session for participants (lunch at participants own expense)*
- *Breakdown of Costs to be submitted under the following headings -*

Promotion & Administration
Workshop costs
Programme Materials
Certification
Venue hire
Refreshment costs

- *The number of participants shall be 10,
The number of workshops shall be 12 x 3 hours or 6 x 7 hour days (one hour for lunch)*

The tender submitted should be costed on the above specification with the breakdown of costs under the headings as requested. **N.B. This programme may be required to be held in various locations throughout Clare.** **Tenders not costed as per the specification will not be entertained.**

The closing date for receipt of tenders is 4pm, Thursday, 16th February 2012.

N.B. TENDERS RECEIVED AFTER THE SPECIFIED CLOSING DATE WILL NOT BE ACCEPTED. CANVASSING WILL AUTOMATICALLY DISQUALIFY

Please mark sealed envelope "GRAPHIC DESIGN TENDER".

CLARE COUNTY ENTERPRISE BOARD
GENERAL CRITERIA FOR TENDERING

The Tender should include the following –

- Aims and Objectives of the course
- Submit details of trading and financial status.
- Details of premises to be used for training i.e. owned/leased, etc.
- References to be submitted where requested.
- A current Tax Clearance Certificate to be submitted
- Current Professional Indemnity Insurance and Public Liability Insurance to be submitted
- Proof of payment must be submitted by successful tendering company of payments made to third parties for hired trainers, venues, refreshments, advertising, etc. incurred in the delivering of training programmes, before Clare CEB can make final payment.
- Where a material change in company ownership takes place within the contract period, tenders will be reviewed.
- A confidentiality agreement must be signed with Clare Co. Enterprise Board
- A contract must be signed with Clare Co. Enterprise Board for each training programme delivered.
- Submit a list and profile acceptable to the Clare Co. Enterprise Board of all trainers who will be delivering each module.
- Should a company be successful in tendering for more than one programme, Clare Co. Enterprise Board would need to be satisfied that the company tendering would have sufficient experienced and reputable trainers in that specific field available to run the programmes should they run simultaneously. Lists and profiles to be submitted
- A core list of topics required by the Clare County Enterprise Board is included on each individual specification for specific courses (this may be altered by the Board).
- Breakdown of costs to be submitted as per specification
- Should the number of participants increase or decrease from that stated on the specification, costs for Programme Materials, Certification, Mentoring & refreshments will be paid pro-rata.
- Advertising for courses is compulsory and all advertisements in local media must be approved by the Clare CEB prior to publication.
- Recruitment of courses is the responsibility of the trainer and approved by Clare County Enterprise Board
- The final decision for acceptance of tenders lays with the Clare County Enterprise Board